

Document Checklist for New Hire Orientation – Teachers

We need the following documentation for our official records. Please prepare all documentation PRIOR to attending an orientation session, so it can be submitted upon arrival to the session.

- ☐ 2 forms of ID
 - Originals must be physically presented to HR representative
 - U.S. Passport OR Driver's License with SSN Card preferred
- ☐ Negative TB test results (must be less than a year old)
- ☐ Official Transcripts from all institutions attended
- ☐ Verification of Previous Employment
- ☐ Resume (may be submitted online)
- ☐ Praxis 1 & 2
- ☐ Copy of Certification
- ☐ Designation of Beneficiary (2 forms – deceased and retirement)
- ☐ I-9
- ☐ Oath of Office
- ☐ Prior Federal Service
- ☐ Drug-Free Workplace (can be signed electronically)
- ☐ Corporal Punishment (can be signed electronically)
- ☐ Health Benefits (can be signed electronically)
- ☐ Employee Data Form (can be signed electronically)